Our Top 10s: Un-mutually exclusive ways to keep the joy in your life

Becca's Top 10 — Common-sense things focused on YOU.

1) Keep your sense of humor.

2) Keep your sense of perspective.

3) Keep your PMA. Focus on solutions.

4) Keep yourself healthy.

5) Share what you know.

6) Volunteer.

7) Take vacation time; if you're sick, take sick time.

8) Have outside interests.

9) Say "no." Set realistic expectations — and realistic limits.

10) Maintain a strong support network — ACES and the people in this room are a great start.

Rick's Top 10 — The basics at work that work.

1) If you are always playing catch-up because others are behind, take over planning and scheduling deadlines.

2) Take your lunch breaks if you're allowed them. If contracted for a project, make it known that you are not available certain hours or days in the week.

3) It's OK to ask for help. It's OK to say “no.”

4) Can't put down overtime? Check into comp time.

5) Start or host contests, such as for design or catching errors, with a traveling trophy.

6) Start a group to share wellness ideas while walking 20 minutes one day a week.

7) Begin Finger Food Friday or small, low-cost potlucks.

8) Self-evaluations.

9) Continuing education — on-the-job training, cross-training. Take college classes. Travel to network, letting customers/employers know you will be refreshed when you return.

10) Spend a day or two a week on a hobby or interest, something other than copy editing; or if editing content, do it as a volunteer.